



Jet Propulsion Laboratory
California Institute of Technology

Letter of Interest - December 12, 2008

Dear Business Owner:

The Jet Propulsion Laboratory (JPL), in coordination with the National Aeronautics and Space Administration (NASA) and the U.S. Small Business Administration (SBA), is sponsoring its **21st annual High-Tech Small Business Conference** on **Tuesday, March 3 and Wednesday, March 4, 2009**. The conference site is the **Westin LAX Hotel** located at 5400 West Century Blvd., Los Angeles, CA 90045.

The conference affords small businesses the opportunity to meet purchasing and technical representatives from major corporations and Federal Agencies (e.g., The Aerospace Corp., Ball Aerospace, The Boeing Co., Computer Sciences Corp., ITT Corp., Lockheed Martin, NASA centers, Northrop Grumman, Orbital Sciences Corp., Raytheon Co., U.S. Air Force, U.S. Dept. of Defense, U.S. Dept. of Transportation, U.S. Navy, and the U.S. Veterans Administration, etc.) during the Marketplace to discuss contract opportunities. Attendees can expect to improve their knowledge and skills in competing in the federal and state government and prime contractor sectors, and also take advantage of several "How-To" workshops.

The Laboratory has successfully coordinated this event for the past 20 years with an average attendance of 1,200 participants; 300 of which are representatives from the prime contractor/government agency arena and 900 are small business owners.

The registration fee is **\$140 per person** which includes two continental breakfasts, two lunches, networking receptions, and program materials. Room rates at the Westin are **\$128** single/double occupancy (**IMPORTANT! The room rate reflects the current Federal Government Per Diem rate. Should the Federal Government Per Diem rate vary between December 12, 2008 and March 4, 2009, the prevailing Federal Government Per Diem rate will be applied to all existing and new reservations**). Parking fees at the Westin are \$12.00 for self-parking and \$28 for valet. In-and-out privileges are for overnight hotel guests only.

If your company is **serious** about attending, please fill in the form below and return it no later than **January 9, 2009**. We will mail you an invitation containing registration information, a listing of last year's Marketplace participants, and a tentative agenda.

DO NOT SEND PAYMENT AT THIS TIME! For more information, visit us at: **<http://acquisition.jpl.nasa.gov/boo>**

For general information, call our office at (818) 354-7531/8689. Our office fax number is (818) 393-1746.

JPL welcomes your participation and looks forward to seeing you!

Sincerely,

Andrea Acosta, Staff Assistant
JPL Business Opportunities Office & Supplier Diversity Program
Andrea.E.Acosta@jpl.nasa.gov

----- DETACH HERE -----

Yes, I'm interested in attending! Please send me an invitation. **I WILL NOT SEND PAYMENT AT THIS TIME!!!**

Company: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Attendee's Name: _____

E-mail address: _____

Phone #: _____ Fax #: _____

Company Status:

- | | | |
|---|--|--|
| <input type="checkbox"/> Small Business | <input type="checkbox"/> Certified Small Minority Business | <input type="checkbox"/> Small Woman-Owned Business |
| <input type="checkbox"/> Veteran-Owned Small Business | <input type="checkbox"/> HUBZone Small Business | <input type="checkbox"/> Service Disabled Veteran-Owned Small Business |

Top three (3) NAICS Code(s): _____

Please describe your company's capabilities (20 words or less):

IMPORTANT! To ensure that your request reaches our office promptly, please forward to the following address:

JPL
Business Opportunities Office
Attn: High-Tech Conference 2009
4800 Oak Grove Drive, M/S 190-205